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Approved For Release 2001/03/02 : CIA-RDP78-03991A000200020013-3  
**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Special Staff, Logistics Office

DATE: 23 July 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

Work on agency regulations, interrupted because of FY-55 Budget submission, has resumed.

b. Budget - Fiscal Year 1955 (continued item)

Work continues on the preparation of the detailed FY-55 budget estimate for submission to the Comptroller on or before 15 August.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

Report of the status of the Logistics Support Course, together with indication of necessary implementing actions, was forwarded to the Chief of Logistics. Target date for initial group to commence training is around 1 September 1953.

b. Human Resources Training Program (continued item)

Training of the first group was completed. The second group will consist of Deputy Chiefs and Division Training Coordinators, and will commence training 28 July 1953.

3. OTHER ITEMS OF INTERESTa. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of the Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	5	3
GS-6 and below	5	0
Total	10	3

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Coordination and Requirements Staff      In Process      Vacancies

GS-7 and above      [REDACTED]      25X9A2

GS-6 and below

Total

25X9A2

Procurement Division

GS-7 and above

GS-6 and below

Total

Real Estate and Construction Division

GS-7 and above

GS-6 and below

Total

Supply Division

GS-7 and above

GS-6 and below

Wage Board

Total

Transportation Division

GS-7 and above

GS-6 and below

Wage Board

Total

*Interd [REDACTED]*

*?*

b. Basic Intelligence Course (SUP) (continued item)

(1) Fourteen requests have been submitted to the Office of Training from this Office for persons to attend the BIC (Sup).

(2) Office of Training has notified this Office that the next class of the Administrative Support Course is filled and that, unless another class is formulated, further requests cannot be accepted. This condition will prevent Logistics Office from carrying out present plans for scheduling Logistics Office "on board" personnel through this course.

c. Mail Distribution (continued item)

No change.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change.

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b. Logistics Office Training Program (continued item)

Arrangements are being negotiated with Office of Training whereby Logistics personnel may participate in additional selected clandestine training courses

25X1C14b

25X1C14b

c. Identification of Logistics Positions (continued item)

No change.

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